

The background of the slide is a collage of four images: a stack of papers in the top-left, a clock face in the top-right, a clock face in the bottom-right, and the Department of Energy seal in the bottom-left.

Office XP Showcase

Presented by
Information Management and
Technology Division (SC-65)





General Information

- Attendance Sheet
- Slide Presentation Handout
- Trifolds
 - Access 2002
 - Excel 2002
 - Outlook 2002
 - PowerPoint 2002
 - Word 2002
- Evaluation / Feedback Form



Agenda


- Why Upgrade to Office XP?
- Office XP Installation
- Common Office XP Features
- Excel™ 2002 Features
- Outlook™ 2002 Features
- PowerPoint™ 2002 Features
- Word™ 2002 Features
- Training



Why Upgrade to Office™ XP?

- Keep current with technology
- No file format changes
- Accomplish common tasks more quickly and in fewer steps
- Use familiar and flexible tools more easily
- Simplified document review process for implementing changes and revisions
- Easy to use process for viewing and merging reviewer changes

Office XP Installation - Step 1




<http://ie6.sc.doe.gov/updates2> - Microsoft Internet Explorer provided by - The Office of Science -

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media

Address <http://ie6.sc.doe.gov/updates2> Go Links



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SCIENCE
U.S. DEPARTMENT of ENERGY

The following links will update your computer automatically and easily. Please read the very brief instructions below; then click on the first button (Update Tivoli Storage Manager) to start the installation. When the first installation is completed, click on the second one and proceed through them in order. NOTE that #6, the upgrade to Office XP, **will not** install at this time.

Update Tivoli Storage Manager	#1
Update to Adobe Acrobat 5	#2
Update to Internet Explorer 6.0	#3
Patches and Hotfixes - Q-Chain	#4
Internet Explorer 6 Patch - MS02-015	#5
Upgrade Office 2000 to Office XP - Future	#6

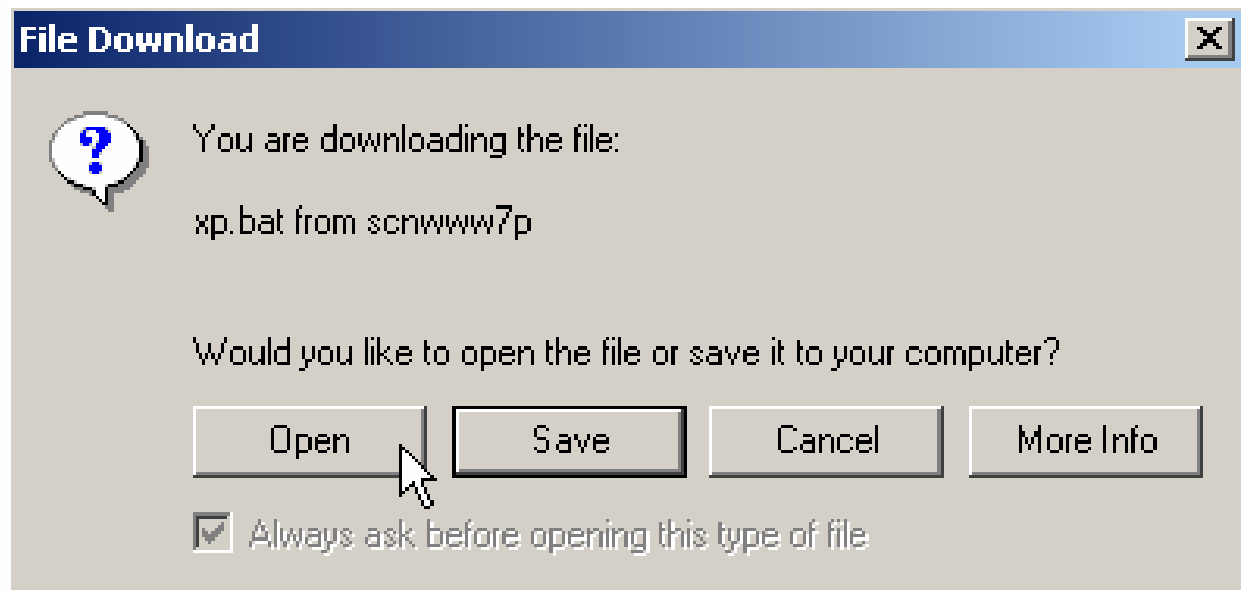
If you have any questions, problems, constructive suggestions, etc, please click the link to send an email to the SC Support Center: [SCSC](#)

INSTRUCTIONS

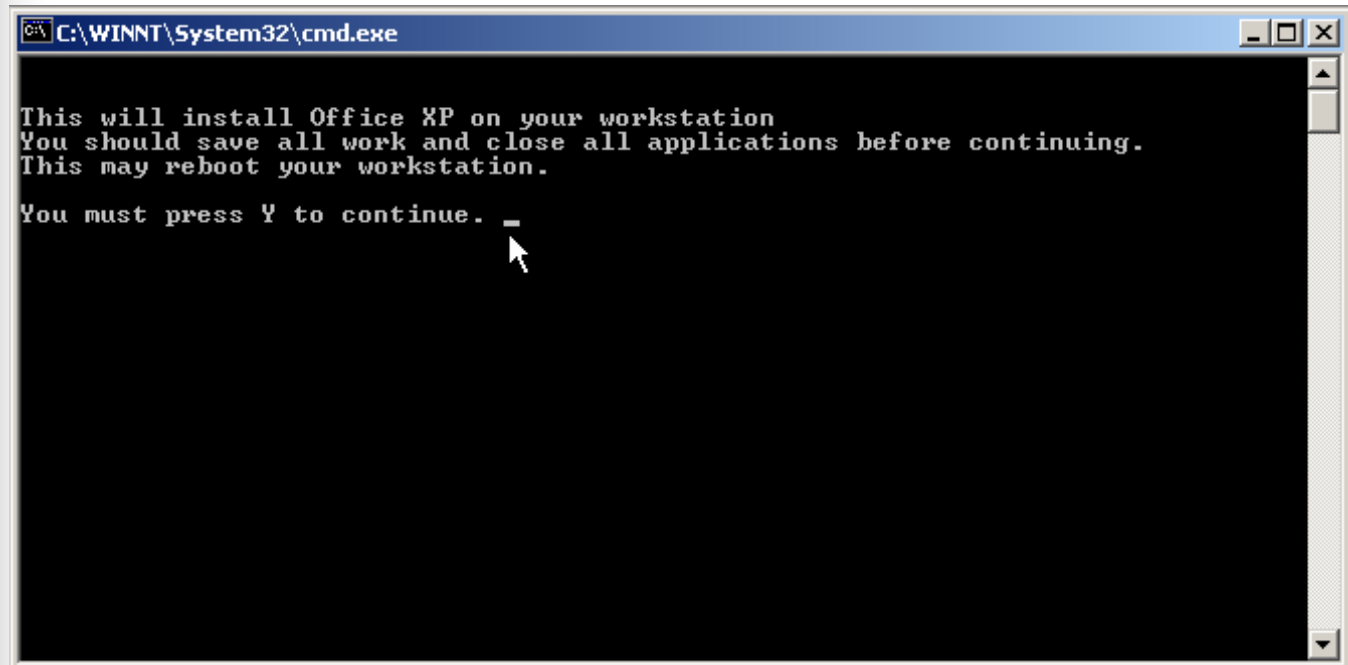
1. For each installation, you will get the dialog box titled FILE DOWNLOAD as shown on the screenshots below.

Done Local intranet

Office XP Installation – Step 2



Office XP Installation – Step 3



Office XP Installation – Step 4

Microsoft Office XP Professional



Please wait while Windows configures Microsoft Office XP Professional

Cancel

Office XP Installation – Step 5

Microsoft Office XP Professional



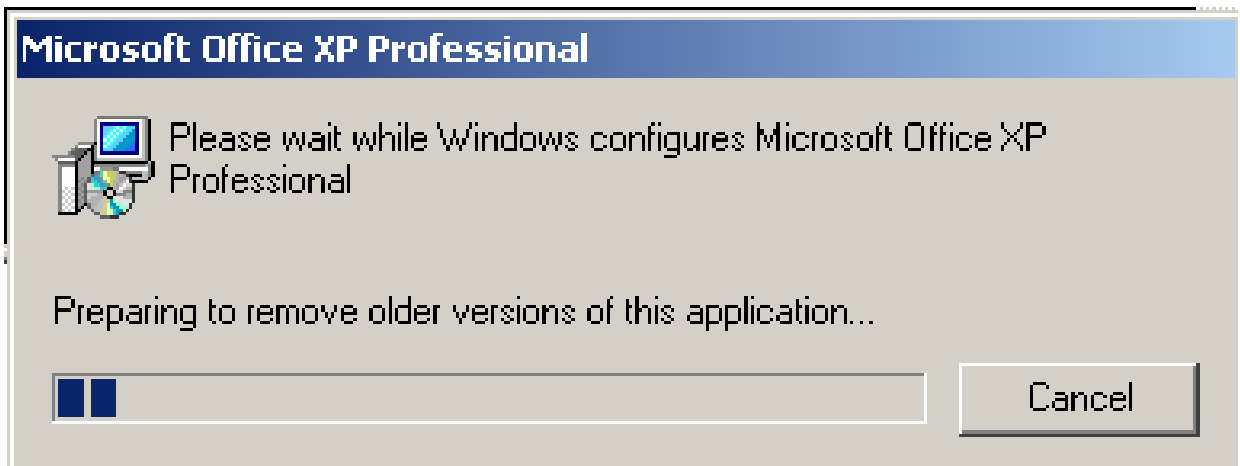
Please wait while Windows configures Microsoft Office XP Professional

Gathering required information...



Cancel

Office XP Installation – Step 6



Office XP Installation – Step 7

Microsoft Office XP Professional



Please wait while Windows configures Microsoft Office XP Professional



Cancel

Expanding Your Horizons



This upgrade will not affect your day-to-day operations. You can do everything you used to do, but with more capability.





Common Office™ XP Features

- Task Panes
- Search Feature
- Document Recovery
- Smart Tags
- Auto Fit
- Auto Correct Options Button
- Paste Options Button
- Diagrams
- New From Existing Command



Excel™ XP Features

- ScreenTips for function arguments
- Recommended functions in the Function Wizard
- Color-coded worksheet tabs
- Retain column widths
- Improved header and footer capability
- Increased capabilities for worksheet protection



Outlook™ XP Features

- Multiple reminders in a single dialog box with Dismiss All
- Automatically complete e-mail addresses as you type
- Counter proposals for alternative meeting times
- Preview pane enhancements
- Integrated file management
- Color appointments
- Mailbox Cleanup



PowerPoint™ XP Features

- Task Panes for applying slide and presentation formatting
- New animation effects
- Print Preview
- Visible Grid
- Multiple design templates per presentation
- Write on a slide during a presentation



Word™ XP Features

- Drag and drop copying of tables
- Styles and Formatting
- Document statistics
- Reveal Formatting
- Text translation
- Multi-selection

Office™ XP Training

Contact Sheila
Frizzell, SC-62,
at 301-903-
8979 to
schedule
training.





Office™ XP Resources

- For reference books, go to <http://www.amazon.com>.
Contact SC Support Center to submit purchase requests.
- For more helpful tips, please visit:
<http://www.microsoft.com/office/using/tips/archives>



Got a Problem? Need Help?

- Office Assistant
- Ask a Question
- Help Window
- Call the SC Support Center at 3-5313.



Are there any
additional
questions?